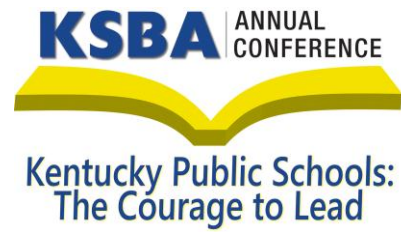


Workshop Proposal Guidelines

79th Annual Conference
Kentucky School Boards Association
Feb. 27th – Mar. 1st, 2015
Galt House East, Louisville, Kentucky



2015 Conference Theme:

"Kentucky Public Schools: The Courage to Lead"

Proposal Guidelines

Proposals are being solicited for two types of sessions to be presented:

Informational Clinic Sessions (75 minutes)

Each informational session will be a maximum of 75 minutes. The purpose of these sessions will be for presenters to share their experience, information, knowledge, or research about successful programs in their district or topics of critical importance to board members and education leaders. Lecture portions should be interspersed with ample time for audience questions and participation.

Interactive, Skill-Building Sessions (3 hours)

Each skill-building session will be a maximum of 3 hours. The purpose of these sessions is to provide an opportunity for participants to interact with each other and the presenter by asking questions and participating in skill building exercises and activities. Lecture portions of the presentation should specifically address the practices, process, or strategies necessary to understand and implement the ideas presented.

Selection Criteria

Priority for both types of sessions will be given to proposals that reflect these criteria:

- ✚ **MUST** relate to local school board team roles, responsibilities and perspectives
- ✚ Relevance to conference themes and goals
- ✚ Reflect the core work, actions and styles of effective school boards
- ✚ Identification of what the participants will know and be able to do as a result of their attendance at the session
- ✚ Support for the topic with appropriate research
- ✚ Clarity of intent, description, design and learning objectives for the session
- ✚ Degree of participant involvement such as interactive discussions, learning activities and skill building exercises
- ✚ Innovation and creativity in presentation content
- ✚ Proposals received from proprietary companies **MUST** offer information that will be beneficial to every participant regardless if that member's school district hires the presenter's company or one of their competitors. KSBA will not accept proposals for sessions designed to sell a product or service submitted under the guise of professional development.
- ✚ Preference will be given to proposals that include the involvement of at least one school board member.

Conference Goals

1. To present research-based, proven and promising practices that help board teams understand and improve student achievement.
2. To provide knowledge, skill-building and networking opportunities that reflect the rigor, relevance and relationships necessary for today's school board environment.
3. To practice wise and efficient stewardship of district resources.
4. To demonstrate effective governance of local public schools.
5. To represent the community's best interests in public education.

Presenter Information

- ✚ All presenters must submit a registration form for the conference by or upon acceptance of the proposal. (The conference registration fee will be waived for one presenter per session and is non-transferrable. Fees for meals and pre-conference sessions apply).
- ✚ Presenters contribute his/her services in a volunteer capacity.
- ✚ Presenters are responsible for providing materials. KSBA will duplicate handouts if a photo ready master is provided by February 6th, 2015.
- ✚ KSBA will provide screen packages upon request. Access to LCD projectors is limited. Laptop computers, remotes, sound patches and internet connections are not available through the conference - please plan to bring your own or make arrangements directly with the hotel.
- ✚ Presenters may be asked to combine their presentations with other like submissions to provide a stronger session.

Helpful Tips to Consider as You Prepare Your Proposal

1. Recognize that everyone in your audience has knowledge to share. Limit lecture time and provide opportunities for audience participation.
2. Provide a general overview of your topic and, if appropriate, what the current research/evaluations say about it.
3. If possible, bring handouts and other materials that participants can use immediately upon return to their district.
4. Have participants share their own experiences when appropriate.
5. Summarize key points from the session.
6. If you will use a PowerPoint presentation, consider making a handout of the slides.
7. The session title and abstract must accurately describe your presentation.

Submission of Proposal

The deadline for submission is October 31st, 2014. Please complete and sign the proposal form and return to the attention of:

Kerri Schelling
260 Democrat Drive
Frankfort, KY 40601
Fax: 502-783-1456

The lead presenter of each proposal will be notified of their selection status, by email, no later than November 17th, 2014.

If you have any questions, or would like further information, please contact Kerri Schelling at kerri.schelling@ksba.org or Tammie Conatser at tammie.conatser@ksba.org.

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